



Showcase your Transferable Skills

The Foreign Service lifestyle is exciting, rewarding, and challenging. One of the challenges we face is maintaining and growing a career we enjoy and find fulfilling. There are many EFMs who have met this challenge successfully and we will hear from many of them at the GO-TO Job Fair.

Some EFMs have careers which are very portable and they too find managing a successful career less difficult than others. The EFMS facing the biggest career challenges are those with degrees or certifications that are not recognized outside the U.S. If you are in that situation or if you are having a difficult time defining a career you can follow in your Foreign Service lifestyle you should spend some time identifying your transferable skills.

Transferable skills are the skills you've gathered through various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in another job or new career. These skills are universal skills – you can transfer them from one type of work to another without much effort on your part or training from the employer. Your transferable skills are often more important than your job-related skills as employers are aware that if you have proven you can do something in one position they realize you will be able to do it in a different position.

Your resume should include your transferable skills. It is important to include skills that you have attained from all your activities not just paid work. To determine what transferable skills you possess, make a list of all your individual activities. For instance, one activity would be a job position, another might be parent, or chairperson of fundraiser, etc. Then list all the tasks required to complete each of your activities. Next, determine what skills you use to complete each task and list what your skill level is.

Employer List

219 Design
 Abt Associates
 DAI (two divisions)
 DevEx
 Ecodit
 Engicon
 Futures Group
 IBTCI
 IREX
 JHPIEGO
 Laulima/LGS
 MCC
 NCBA CLUSA International
 PWC (both private and public sectors)
 QED
 World Learning

[See employers & job descriptions »](#)

GO-TO | Global Opportunities for
job fair | Talent Optimization
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LINKEDIN REMINDER

Upload or update your profiles NOW! Our employers are already previewing the profiles of our job seekers. If you have not yet accepted the invitation to participate in our LinkedIn group, please do so soon. Don't miss the opportunity to be identified by an employer as the perfect candidate!

Questions? If you have any questions, contact Debbie Thompson, the GO-TO Job Fair coordinator, at gotojobfair@gmail.com.

This exercise will give you the information you'll need for your resume and when responding to interview questions.

[See examples of transferable skills »](#)

Sponsored by the Family Liaison Office and the Transition Center.